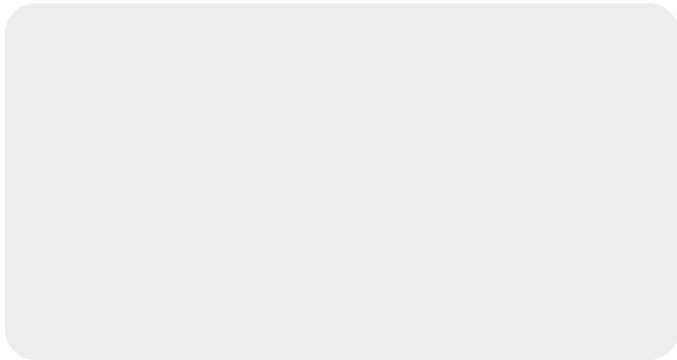4. Click Add Entries at the bottom left side of the screen. Notice: The system will create an entry for each day.

7. Click the Add to Report button.

5. Clicking the down arrow next to each entry will open up the Deductibles section.

8. The entries are added to the report.

6. If you will be provided a meal as part of the travel event or conference, select the corresponding meals check box. Selecting the check box will reduce the Per Diem amount accordingly.